

**TITLE OF POSITION:** ECEAP Family Support Specialist (FSS)  
**CLASSIFICATION:** ECEAP FSS  
**LOCATION:** Student Support Services with program located at Cheney Middle School  
**SUPERVISOR:** Student Support Services Admin/ECEAP Director  
**SALARY RANGE:** \*Placement on the Classified Salary Scale

\*May be entitled to additional funds for provision of special hygiene functions as defined in Section 20.5 of the PSEC Collective Bargaining Agreement.

**GENERAL DESCRIPTION:**

Employees working in early learning/preschool settings are vital to the success of the program and to each child's development. Young children learn through a combination of intentional play and exploration and language-rich environments. A hands-on approach where adults foster exploration, language, and positive relationships is integral to an early learning environment. Employees in this role must be able to foster learning through language and play, must be able to move quickly to promote safety as well as have mobility that allows floor activities, gross motor activities/movement.

Early Childhood Education and Assistance Program (ECEAP, pronounced E-Cap) is funded by Washington State and provides an educational setting for children as well as providing family support and fostering family involvement. ECEAP primarily serves children and families who meet eligibility requirements based on age and family income.

**DUTIES AND RESPONSIBILITIES:**

An employee hired for this assignment may perform all or some of the responsibilities defined below:

1. Organize and conduct ongoing enrollment activities, interview parent/guardian to determine program eligibility, verify income and obtain necessary parent consent for ECEAP activities.
2. In collaboration with ECEAP staff, organize and conduct parent orientation to ECEA, including parent rights, responsibilities, district and ECEAP policies and procedures and curriculum approaches. IN collaboration with site staff and families, plan and facilitate family events that respond to specific training interests and requests as indicated on parent/family surveys.
3. Assist and support families in identifying family strengths, completing family goal setting, and supporting implementation/successful completion of goals through a Family Partnership Plan. Partner with families to overcome barriers and work towards stated goals. Support families in crisis, referring to agencies/other as needed.
4. Coordinate and conduct family home visits as appropriate for partnering with families around goal setting, decreasing barriers, accessing community supports.

5. Working with school building health services staff, collect and identify health and nutrition information including medical, dental, immunization records, and other information, communicating with classroom staff and program nurse/school site nursing staff as needed. Provide or assist with providing health screenings, immunization verifications and outside agency referrals for the purpose of promoting health and wellness as well as to meet program requirements.
6. May administer medications pursuant to Board policy and pursuant to state and federal law. May perform first aid.
7. Attend training and meetings as required by ECEAP professional standards.
8. Accurately enter and maintain data in ECEAP student management system and in student records.
9. Conduct outreach activities for the purpose of information families of ECEAP and connecting families to community supports.
10. Participate in team meetings and planning for children and families.
11. Perform other duties as assigned.

Each of the positions at the specific school serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

#### **QUALIFICATIONS/ABILITIES:**

1. An AA degree or higher with 30 college quarter credit hours of adult education, human development, human services, family support, social work early childhood education, child development, psychology, or another field directly related to their job responsibilities, or a Department of Early Learning (DEL)-approved credential from a comprehensive and competency-based Family/Social Service training program that increases knowledge and skills in providing direct services to families.
2. Must have a high school education equivalent.\*
3. Ability to use proper grammar, spelling, and language in both oral and written communication, as well as basic math skills.
4. Must be able to work in a team setting and contribute to positive communication, mutual respect and support, and for staying informed of ongoing program changes and updates.
5. Ability to remain calm in times of high stress. Ability to move quickly to meet student and family needs, maintain safety and respond to crisis.
6. Ability to maintain confidentiality.
7. Willingness to be trained in district approved de-escalation and restraint procedure at the first available opportunity.
8. Must possess organizational skills and the ability to work independently.
9. Ability to build and maintain positive relationships with students, parents, and co-workers.
10. Demonstrate basic computer skills, including the ability to create and modify documents and to adapt to new technologies.

11. Ability to lift up to 50 pounds and willingness/ability to be trained in lifting techniques and fine/gross motor skills.
12. Ability to learn and operate a variety of educational/office equipment.
13. Must have or obtain first aid certification.
14. Must have driver's license and reliable transportation.
15. Must hold or obtain a current valid food handler's permit.

Testing may to be used to determine knowledge of pertinent skills.

\*A professional development plan may be developed that results in required credit hours.

\*For T1 funded positions and/or T1 schools: Must have (1) completed two years of study at an institution of higher education; (2) obtained an associate's (or higher degree; OR (3) met a rigorous standard of quality and be able to demonstrate through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics in order to be considered for a position.

AN EQUAL OPPORTUNITY EMPLOYER